

DAVENPORT HOTELS

DAVENPORT HOTEL • THE LOUIE • TOWER • GRAND • THE CENTENNIAL

The Davenport Shipping and Receiving Department operating hours are Monday – Friday, 8AM – 4:30PM. The Shipping and Receiving Office is located on the hotel loading dock and can be contacted at 509-789-6805.

NAME / COMPANY NAME: _____

EMAIL: _____

EVENT NAME: _____

DATES OF EVENT: _____

NUMBER OF PACKAGES: _____

TABLE / BOOTH NUMBER (if assigned): _____

ON-SITE CONTACT / PHONE NUMBER: _____

STORAGE, HANDLING AND DELIVERY FEES

Under 1 lb: Free

1-5 lbs: \$5

6-20 lbs: \$10

21-35 lbs: \$15

36-50 lbs: \$20

51+ lbs: \$30

Pallet: \$150

All transactions are priced per package and subject to applicable tax.

LABELING REQUIREMENTS

The Davenport Hotel

10 South Post Street

SPOKANE, WA 99201

“NUMBER OF PACKAGES IN SHIPMENT”

“GUEST NAME & PHONE NUMBER”

“EVENT NAME AND DATES”

We also recommend that you bring a return packing slip for each package. Guests will be responsible for the packing and labeling of all packages.

The hotel uses Federal Express (FedEx) and United Parcel Service (UPS) for all outbound shipments.

To avoid delays, ensure shipping labels and documents are fully completed. Guests can contact Shipping & Receiving for assistance.

The hotel does not accept COD (Cash on Delivery) packages without full payment arranged in advance.

DELIVERY TIMEFRAME

Packages should arrive at the hotel no more than 3 days prior to the guest's arrival due to limited storage space.

Exceptions must be approved by the Shipping and Receiving Supervisor:

Aaron Tuck

Email: atuck@thedavenporthotel.com

Tel: (509) 789-6805

PAYMENT:

Package Handling / Storage fee charges are to be charged as follows:

- ☐ Guest Room
 - Name of Guest / Confirmation number required _____
- ☐ Credit Card (electronic authorization and payment will be sent electronically to the email listed above)
- ☐ Group Master Account (approval needed from group contact)

GUEST SIGNATURE _____

DATE _____

Please return this form to the Shipping and Receiving Department and Event Planning Manager. Please notify us of expected delivery dates and quantities of packages by email.

storeroom@thedavenporthotel.com

lgay@thedavenporthotel.com

This completed form and payment is required prior to receiving packages. Thank you.